

## Agenda

### Board of Trustee Work Session

May 1, 2019

1. Roll call (do not need a quorum)
2. Budget final review
3. Snack machine
4. Swimming lessons
5. Recreation activities proposed 1035 RC and RCA
6. Marina Contract 1005C
7. Concession Stand Policies no action needed.
8. FOB's
9. Charge to Committee or duties

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 4-20-19

MEETING DATE May 1, 2019  
At least 8 days prior to meeting date

REGULAR MEETING\_\_ WORK SESSION  SPECIAL MEETING\_\_ EMERGENCY  
\_\_ COMMITTEE MEETING\_\_ BUDGET

Trustee requesting Sharon Denson

Subject: Final Review of Budget

Reason \_\_\_\_\_

BRIEF EXPLANATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION IF NEEDED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 4-20-19

MEETING DATE 5-1-19  
At least 8 days prior to meeting date

REGULAR MEETING\_\_ WORK SESSION  SPECIAL MEETING\_\_ EMERGENCY

\_\_ COMMITTEE MEETING\_\_ BUDGET

Trustee requesting Sharon Denson

Subject: Snack machines

Reason \_\_\_\_\_

BRIEF EXPLANATION

Soda Vending has snack machines  
available -  
If interested - Do we want to Charge?  
Collect percentage?

MOTION IF NEEDED

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 4-20-19

MEETING DATE May 1 2019  
At least 8 days prior to meeting date

REGULAR MEETING\_\_ WORK SESSION  SPECIAL MEETING\_\_ EMERGENCY

\_\_ COMMITTEE MEETING\_\_ BUDGET

Trustee requesting Sharon Denson

Subject: Swimming Lessons

Reason Do Not have any guidelines or Pay Scale

BRIEF EXPLANATION

1. Do we want to offer swimming lessons
2. if yes- do residents pay
3. Pay Scale for instructor
4. when lesson held
5. How many per class
- 6.

MOTION IF NEEDED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE April 20, 2019

MEETING DATE May 1, 2019  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY

COMMITTEE MEETING  BUDGET

Trustee requesting Belle Baxter

Subject: ACTIVITIES FOR DISTRICT

Reason To hire services for the recreation of the District

BRIEF EXPLANATION

To consider 1035 RC and RCA (attached) to go forward with the charge to the committee.

MOTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
RECREATION COMMITTEE FACILITY USE

1035 RC

It is the intent of the Board of Trustees of the Bayshore Gardens Park and Recreation District to grant use of the Recreation Center for meetings and public gatherings of a civil, cultural or educational character without interfering with normal District operations. The Center is not available for commercial purposes. Use of the room does not imply Board or District endorsement of the group using it or the program presented.

The District's Recreation Center is to be used for District sponsored programs and activities. Activities sponsored or co-sponsored by ~~the library~~ **the District** receive first consideration and have priority over all other activities. ~~Groups-Clubs~~ or organizations from within the District will have first priority in booking space. District sponsored events supersede any other meeting scheduled.

The agreement should be signed at least 10 working days before the scheduled event using the form provided.

The District reserves the right to revoke Recreation Center privileges at any time. Additional stipulations may be imposed by the Board as may be deemed necessary.

All District sponsored programs shall be non-exclusive and open to District Residents. Non-residents may be included if there is room and may be required to pay a fee.

Smoking is prohibited at all times. There are designated smoking areas outside the Center

Attendance shall be limited to the legal capacity of the room

All state and local regulations affecting the use of public buildings must be observed at all times.

Charges will be collected by a representative of the Board or Recreation Committee

Payment will be made by check from the District to the Presenter within 10 days after presentation.

Approved \_\_\_\_\_  
Revised \_\_\_\_\_  
Effective \_\_\_\_\_

---

Agreement for Presentation

**Activity** \_\_\_\_\_ *Number of participants* \_\_\_\_\_

**Date(s) & Time** \_\_\_\_\_

**Contact Person** \_\_\_\_\_  
Name) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**Program Description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested Payment for Services Rendered** \_\_\_\_\_

**I have received a copy of the regulations governing the use of the Bayshore Gardens Recreation Center and agree to abide by them**

\_\_\_\_\_  
**Signature of Presenter** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Recreation Committee Chariman* \_\_\_\_\_ *Date* \_\_\_\_\_

\_\_\_\_\_  
**Signature of District Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved \_\_\_\_\_

Revised \_\_\_\_\_

Effective \_\_\_\_\_



## Recreation Center Use

It is the intent of the Board of Trustees of the Bayshore Gardens Park and Recreation District to grant use of the Recreation Center for meetings and public gatherings of a civil, cultural or educational character without interfering with normal District operations. The Center is not available for commercial purposes. Use of the room does not imply Board or District endorsement of the group using it or the program presented.

The District's Recreation Center is to be used for District sponsored programs and activities. Activities sponsored or co-sponsored by the library receive first consideration and have priority over all other activities. Groups or organizations from within the District will have first priority in booking space. District sponsored events supersede any other meeting scheduled.

The agreement should be signed at least 10 working days before the scheduled event using the form provided.

The District reserves the right to revoke Recreation Center privileges at any time. Additional stipulations may be imposed by the Board as may be deemed necessary.

All District sponsored programs shall be non-exclusive and open to District Residents. Non-residents may be included if there is room and may be required to pay a fee.

Smoking is prohibited at all times. There are designated smoking areas outside the Center

Attendance shall be limited to the legal capacity of the room

All state and local regulations affecting the use of public buildings must be observed at all times.

Charges will be collected by a representative of the Board or Recreation Committee

Payment will be made by check from the District to the Presenter within        days after presentation.



**Bayshore Gardens Park & Recreation District  
6919 26<sup>th</sup> Street West  
Bradenton, FL  
941-**

**Agreement for Presentation**

**Activity** \_\_\_\_\_

**Date(s) & Time** \_\_\_\_\_

**Contact Person** \_\_\_\_\_  
Name) Phone

\_\_\_\_\_  
Address

**Program Description** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested Payment for Services Rendered** \_\_\_\_\_

**I have received a copy of the regulations governing the use of the Bayshore Gardens Recreation Center and agree to abide by them**

\_\_\_\_\_  
**Signature of Presenter** **Date**

\_\_\_\_\_  
**Signature of District Representative** **Date**

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 4-20-19

MEETING DATE May 1, 2019  
At least 8 days prior to meeting date

REGULAR MEETING \_\_\_ WORK SESSION \_\_\_  SPECIAL MEETING \_\_\_ EMERGENCY

\_\_\_ COMMITTEE MEETING \_\_\_ BUDGET

Trustee requesting Sharon Denson

Subject: Marena Contract 1005C

Reason Revise & Condense

BRIEF EXPLANATION

Jodie requested renewal & revision of Marena Contract -

Board needs to address Vacating Slip - Non-Resident & Owner non Resident

Lack of Boat ID on revision proposed by Jodie  
Left out deposit for non residents & non resident owner

MOTION IF NEEDED

Supporting documentation attached

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

TOTAL CONTRACT FEE \$ \_\_\_\_\_ DECAL# \_\_\_\_\_ VESSEL SLIP # \_\_\_\_\_  
BOAT STICKER Y / N FOB # \_\_\_\_\_ TRAILER SPACE # \_\_\_\_\_

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
MARINA VESSEL SLIP CONTRACT

1005 C

Bayshore Gardens Park and Recreation District hereafter known as the District, does hereby enter into a contract with the undersigned vessel owner, hereinafter called "Lessee" one space for each boat as described below and said space shall be assigned by Dock Master at his/her discretion, subject to such rules and regulations as are a part of this agreement. It is understood by the Lessee that District residents have priority consideration over Non-Residents/owners and non-resident/owners will have priority for space to a non-resident. Should a District owner require a slip leased to a Non-Resident, the Non-resident will be required to leave their leased space at the end of their rental term. District will make every effort to relocate the Lessee.

The term of the lease shall be for a 12 month period with all payment due upon lease signing. The lease shall commence on Oct 1, 20\_\_\_\_ and shall be subject to renewal on Sept 30, 20\_\_\_\_. The fiscal year for all leases shall be October 1 thru Sept 30<sup>th</sup>. **Resident and Non-resident/owner** shall have an annual lease but may select a biannual payment. Renewal of lease shall be on an annual basis.

*Non residents & non resident owners will be assessed a \$500.00 one time fee boat deposit*

Vacating Slip Under Contract

*owner Non-Resident +*  
Non-Resident slip holder including *↑* will not receive a refund for vacating early, this is an annual contract.

**Resident and ~~Owner Non-Resident~~** slip holder contract may be prorated and a refund of the unused portion of the contract if the District Office receives notification in writing at least 30 days before expected removal. The proration would be based on the date of removal stated in the 30 day notice and the vessel is removed per the 30 day notice.

The Lessee agrees that he/she shall not sublet the Marina slip or to allow another vessel for any reason to occupy the Lessee's slip space.

**Sale of Vessel:** Must be submitted to the District office by the contract holder in writing within 10 days of the sale. The new owner must apply for slip space within 15 days of the purchase. The slip holder of record will be responsible under the terms of the slip contract until new contract is recorded in the District office and all supporting documents are received.

*Job-*



Should a breach of this agreement occur, including a violation of rules/regulations or a failure to remit within 15 days of date of renewal date, a fine of \$100.00 shall be added to amount due. If the amount due is not received within 30 days of renewal date, the vessel will be removed at owner's expense and the lease shall be terminated. The account shall be forwarded to Districts' attorney for action pursuant to Section 328.7, Florida Statutes.

Slip fees shall be set by the Board of Trustees on an annual basis.

I have received a copy of the Conditions for Slip Rental and I understand that Bayshore Gardens Marina Rules, 1005MRR are a part of this agreement and I will adhere to those terms and conditions. **GOVERNING LAW:** This lease is governed by the laws of the State of Florida and in the event of any dispute under this lease; venue shall be in the courts in and for Manatee County, Florida. **Lessee agrees to comply with all laws of the State of Florida.**

PERSONAL INJURY & PROPERTY LOSS

*The slip space is to be used at the sole risk of Lessee. Lessee including agents, heirs and assigns, hereby agrees to save District harmless for any and all liability or damages for personal injury to himself or herself, family, employees, invitees, guests and agents, arising out of, or in connection with the condition or use of the Lessee's boat, motor and accessories, or the use of the marina premises or facilities. The Lessee, for himself or herself, heirs or assigns, hereby releases and agrees to indemnify and hold harmless the District from any and all liability for, or loss or damage to the above described property or the contents thereof, due to fire, theft, collision, windstorm, accident, or like causes. District is not considered under this agreement as an insurer of the Lessee's property. The Lessee shall indemnify and hold harmless the District for any and all loss, injury, death or damage caused by the leasing of the slip or use of the marina by Lessee or Lessee's guests. Lessee shall be responsible for such indemnity shall include District costs and expenses (including attorneys' fees). No warranty is made as to the condition of the District docks, walks or gangways, ramps, or other District equipment or facilities.*

MARINA RULES AND REGULATIONS 1005 MRR

1. The vessel must be measured by the Dock Master and assigned a slip. If it is found that the vessel does not fit properly in the assigned slip, the renter agrees to remove the vessel from the slip into another slip assigned by the Dock Master (if another slip is available).
2. The vessel (bow or stern) may not stick out beyond the end of their slip. The vessel (bow or stern) must not come closer than 12 inches to the dock. Boats docked at seawalls, must face the seawall .

*Also need separate for Non-Slip*



3. Lessee are required (as a bare minimum) to utilize 6 dock lines; 2 fore, 2 aft and 2 Spring Lines – 1 front and 1 back. Dock lines must be maintained in good condition and must be replaced when they begin to show wear. Boats under 27' in length, must use at least 3/8" diameter dock lines. Boats 27' - 30' in length must use at least 1/2" dock lines. Dock master may require additional lines for safety. When departing, dock lines are to be placed on dock in a safe manner. No lines are to be left lying across walkways.
4. Nothing can be constructed on the Pier without the written consent of the Board of Trustees.
5. Vessel must be maintained in operable condition.
6. Bayshore identification stickers will be issued and must be visible on the vessel.
7. While occupying or cruising in the marina area no garbage, refuse matter, sewage or waste material of any type may be thrown, discharged, deposited or allowed to fall from any boat, car or dock into the water or upon the docks, slips, spaces or walkways. The slip area will be maintained neat and orderly at all times.
8. Vessels shall not be stored on trailer in Marina area at any time.
9. Lessee agrees that in case of emergency, the Lessee will move the vessel or cause it to be moved.
10. If an emergency occurs when a vessel is in distress, or is in danger of sinking, and/or causing harm to another vessel or the marina, an attempt to contact the owner will be made by the Dock Master or District Office. If the Lessee cannot be reached or does not respond, the District may authorize measures to insure the safety of Lessee's vessel and other vessels in the Marina. A minimum charge for the service will be \$100 for the first hour or any portion thereof: Additional charges may be incurred by Lessee. The District shall not be held responsible or liable for damages to the Lessee's boat.
11. Vessels must be operated in a safe manner at all times
12. If you fuel in the Marina you must use a proper gas can. Fuel with extreme caution and report all spills to the Dock Master or District Office
13. Air Conditioners may not be running unless someone is onboard the vessel
14. Electrical supply must conform to current U.S. Coast Guard regulations and/or applicable state and local electrical codes as may pertain to marinas. It is required that water be shut off when the boat is unoccupied. The power to the Marina will be shut off in the event of a storm.
15. No recreational swimming in the Marina
16. No fishing allowed except in designated areas
17. Only slip lessee and guests within ten feet of the docks.
18. No smoking or open fires within 50 feet of vessel fueling from approved containers
19. Slip holder must notify District Office during normal business hours of any person/s needing access without decal and gate key.
20. No living on board any vessel.

Boat length \_\_\_\_\_ x \$ **3, 5, or 7** \$ \_\_\_\_\_ x # of Months \_\_\_\_\_ \$ \_\_\_\_\_

**Sub Total** \$ \_\_\_\_\_

Tax \$ \_\_\_\_\_

Deposit \$500.00 non-resident \$ \_\_\_\_\_

**CONTRACT TOTAL** \$ \_\_\_\_\_

The address of the lessee shown below shall be used for any required notice to a lessee/owner. It is the Lessee's responsibility to keep the contact information current.

Lessee Name \_\_\_\_\_

Email \_\_\_\_\_

Local Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Out of state address \_\_\_\_\_

Months at out of state address \_\_\_\_\_ to \_\_\_\_\_

Each slip lessee is entitled to one gate key, an additional key may be purchased for spouse and one for designees' use in an emergency, Lessee designates \_\_\_\_\_ to use Lessee's key to secure the vessel in Lessee's slip. Designee phone # \_\_\_\_\_

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

**The Lessee of the boat described above hereby authorizes the District to proceed under Section 328.17, Florida Statutes, after termination or non-renewal of the lease.**

Received By \_\_\_\_\_ Date \_\_\_\_\_

TOTAL CONTRACT FEE \$ \_\_\_\_\_ DECAL# \_\_\_\_\_ VESSEL SLIP # \_\_\_\_\_  
BOAT STICKER Y/N \_\_\_\_\_ FOB # \_\_\_\_\_ TRAILER SPACE # \_\_\_\_\_

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
MARINA VESSEL SLIP CONTRACT

1005 C

pg 1  
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pg 1  
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\* pg 4  
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pg 2  
Should a breach of this agreement occur, including a violation of rules/regulations or a failure to remit within 15 days of date of renewal date, a fine of \$100.00 shall be added to amount due. If the amount due is not received within 30 days of renewal date, the vessel will be removed at owner's expense and the lease shall be terminated. The account shall be forwarded to Districts' attorney for action pursuant to Section 328.7, Florida Statutes.

pg 4  
Boat length \_\_\_\_\_ x \$3,5, or 7 \$ \_\_\_\_\_ x # of Months \_\_\_\_\_ \$ \_\_\_\_\_  
Trailer Space \$ \_\_\_\_\_  
Sub Total \$ \_\_\_\_\_  
Tax \$ \_\_\_\_\_  
Deposit \$500.00 non-resident \$ \_\_\_\_\_

CONTRACT TOTAL \$ \_\_\_\_\_



The address of the lessee shown below shall be used for any required notice to a lessee/owner. It is the Lessee's responsibility to keep the contact information current.

Lessee Name \_\_\_\_\_

Email \_\_\_\_\_

Local Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Out of state address \_\_\_\_\_

Months at out of state address \_\_\_\_\_ to \_\_\_\_\_

Boat Name: \_\_\_\_\_ Boat Description: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Length: \_\_\_\_\_ ft Mfg. Year: \_\_\_\_\_

Type: \_\_\_ Houseboat Cruiser \_\_\_ Runabout \_\_\_ Pontoon \_\_\_ Sail.

Registration State/No. \_\_\_\_\_ Proof of ownership \_\_\_\_\_ attach copy

**Resident only** trailer space # \_\_\_\_\_ Yearly rental for trailer space \$ \_\_\_\_\_ Trailer registration# \_\_\_\_\_ Tag # \_\_\_\_\_

**Non-Resident** may rent trailer space with slip rental only. Slip # \_\_\_\_\_ Yearly rental for trailer space \$ \_\_\_\_\_ Trailer registration# \_\_\_\_\_ Tag # \_\_\_\_\_

The Lessee agrees that he/she shall not sublet the Marina slip or to allow another vessel for any reason to occupy the Lessee's slip space.

Lessee shall present vessel registration at the time of Lease and upon renewal or as necessary to keep current registration on the vessel. Lessee must present proof of a minimum of \$100,000.00 vessel liability insurance at the time of the lease, and maintain and provide a Certification of said insurance for the term of the lease and thereafter at each renewal.

Policy No: \_\_\_\_\_ Policy Exp. Date: \_\_\_\_\_ GOVERNING LAW: This lease is governed by the laws of the State of Florida and in the event of any dispute under this lease; venue shall be in the courts in and for Manatee County, Florida.

No slip will be held for anyone without payment for same.

pg 4

} ?

pg 1

2

} ?

} pg 2



I have received a copy of the Conditions for Slip Rental and I understand that Bayshore Gardens Marina Rules, 1005MRR are a part of this agreement and I will adhere to those terms and conditions.

Slip fees shall be set by the Board of Trustees on an annual basis.

~~Resident~~ amount due when entering into this contract including trailer space \$ \_\_\_\_\_

~~Non Resident~~ must post a \$500.00 deposit in addition to the amount due when entering into this contract. Include trailer space rental if applicable. \$ \_\_\_\_\_ Total due \$ \_\_\_\_\_

~~Deposit will be returned when vessel removed, slip inspected, and all fees paid.~~

PERSONAL INJURY & PROPERTY LOSS

*The slip space is to be used at the sole risk of Lessee. Lessee including agents, heirs and assigns, hereby agrees to save District harmless for any and all liability or damages for personal injury to himself or herself, family, employees, invitees, guests and agents, arising out of, or in connection with the condition or use of the Lessee's boat, motor and accessories, or the use of the marina premises or facilities. The Lessee, for himself or herself, heirs or assigns, hereby releases and agrees to indemnify and hold harmless the District from any and all liability for, or loss or damage to the above described property or the contents thereof, due to fire, theft, collision, windstorm, accident, or like causes. District is not considered under this agreement as an insurer of the Lessee's property. The Lessee shall indemnify and hold harmless the District for any and all loss, injury, death or damage caused by the leasing of the slip or use of the marina by Lessee or Lessee's guests. Lessee shall be responsible for such indemnity shall include District costs and expenses (including attorneys' fees). No warranty is made as to the condition of the District docks, walks or gangways, ramps, or other District equipment or facilities.*

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Lessee agrees to comply with all laws of the State of Florida.

The Lessee of the boat described above hereby authorizes the District to proceed under Section 328.17, Florida Statutes, after termination or non-renewal of the lease.

Received By \_\_\_\_\_ Date \_\_\_\_\_

Date Approved 8/21/18 *Sharon Denson*

Date Revised 11/20/18

Date Effective 8/21/18 Retroactive to 10/1/2018

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM

1002 F

TODAY'S DATE 4-22-19

MEETING DATE May 1, 2019  
At least 8 days prior to meeting date

REGULAR MEETING\_\_ WORK SESSION\_\_  SPECIAL MEETING\_\_ EMERGENCY

COMMITTEE MEETING\_\_ BUDGET\_\_

Trustee requesting Sharon Denson

Subject: Jobs - Trustee -

Reason Employee deactivated FOBs

BRIEF EXPLANATION

Policy 1030 PH. Prohibits burning off  
any FOB w/o permits

Trustees have 24/7 access to A&H facilities  
as they are responsible -

MOTION IF NEEDED

Supporting documentation attached - Emp Email

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved April 17, 2018 Sharon Denson, Chairman

Revised \_\_\_\_\_

Effective 4/17/18

4-19-19

Key FOBS  
Inbox

Jodie Lawman  
18 Apr 2019, 15:50 (19 hours ago)  
to Anita, Barbara, Dan, Jim, Jim, Sandy, me, Steve, Terry

It has come to the attention of the office that 4 Board members were issued FOBS for 24/7 facility access. None had a signed contract, nor were on the sign out sheet. The District office is requesting clarification from the Board as to what the policy is for District issued FOBS at no charge to Board members. I have made a "Board" category for those existing in the system that aligns with District business hours.

After the Board has the opportunity to address this matter, the office will proceed accordingly. (i.e. issue all Board members FOBS/cancel the existing FOBS).

There was also a "matter" with a Crime Watch member addressing a lifeguard in the pool area. I have no policy addressing/authorizing the District office to issue free 24/7 FOB access to Crime Watch members. This incident combined with a Crime Watch member approaching residents in the marina and demanding to view documents has prompted the office to shut off ALL Crime Watch members FOB access until a policy addressing this matter is issued by the Board.

Thank you for your attention to this matter.

Jodie Lawman

District Manager

Logo1 006

Bayshore Gardens Park & Recreation District

6919 26th Street W.

Bradenton, FL 34207

office@bayshoregardens.org

Phone: (941) 755-1912

Fax: (941) 739-3515

Sharon Denson <bsgbot03sd@gmail.com>

Thu, 18 Apr, 17:28 (18 hours ago)

to Jodie

The office has a procedure that it must follow to shut off any FOB or deprive anyone one access without due process. That would include Crime Watch.



The Trustees have 24/7 access to all facilities needing a key or a FOB. I would certainly hope that you have not shut off a Trustees FOB. The Trustees are responsible for all of the facilities. It is no different than a key to the doors.

Shutting off a Trustee from access would be beyond your authority. The Trustees do not need a policy to have access to the facilities.

This is your clarification.

Jodie Lawman

10:47 (57 minutes ago)

to Dan, James, Anita, Barbara, Dan, Jim, Jim, Sandy, Steve, Terry, me

As stated in the email: Clarification of the BOARD. You are one board member and do not constitute the Board. I will await official BOARD clarification.

Per the Bylaws of Bayshore Gardens, ARTICLE VII: passed by the Board on 4/17/18

#### ARTICLE VII POLICY/PROCEDURE/RULES FOR FACILITY USAGE

The Board of Trustees will establish reasonable rules for the use of facilities. The policies, procedures, and rules will be voted on in a regularly scheduled and noticed meeting. Facility usage agendas may not be acted on in a special meeting or budget meeting. The proposed rule/rule change will be on website at least 15 days before vote is taken. Rules must comply with Charter and all applicable State/Federal Laws. The Chairman will date and initial all policies, procedures, rules, regulations, forms, and contracts as the official record.

The Board has not acted in accordance with the Bylaws by posting proposed rules/rule changes on the website 15 days before vote is taken. Due to the failure of the Board to adhere to a governing document, one must question the validity of the policy/rule; To the knowledge of the District office, these policies have also not had the benefit of legal review by the attorney for the District.

The Trustees have not had FOB access removed. Due to the numerous complaints from employees and residents, Crime Watch is abusing its authority (if any) by approaching employees and harassing residents. This is beyond the scope of their authority. This has been brought to the attention of the Board on numerous occasions and the Board has failed to address. Please see the Code of Ethics Statute 112 regarding the standards of conduct for public officials.

This is a prime example as to why the District office should have the authority to obtain a legal opinion from the attorney for the District. However, due to a questionable policy passed by the Board, policy 1012P, the Board has denied the office this right of access. It is highly unethical that the attorney for the District is corresponding via email exclusively to the Chair and not the Board, considering he works for the District.

In closing, I will issue FOBS to ALL Board members, not a select few Board members who failed to fill out forms that they have imposed by policy on the residents of the District. The Board should not be above



their own policies, nor should they abuse their public office for personal gain. If Crime Watch, as a club, is granted the right to obtain free FOBs with 24/7 access, all Clubs affiliated with Bayshore Gardens should have this same privilege.

Thank you

Jodie Lawman

District Manager

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA MOTION FORM**

**1002 F**

TODAY'S DATE 4/22/19  
MEETING DATE 5/1/19  
At least 8 days prior to meeting date

REGULAR MEETING  WORK SESSION  SPECIAL MEETING  EMERGENCY  
 COMMITTEE MEETING  BUDGET

Trustee requesting Jerry Zimmerman  
Subject: Committee charges or duties  
Reason \_\_\_\_\_

**BRIEF EXPLANATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MOTION IF NEEDED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting documentation attached

Received by Jodie Lannon Date 4-22-19  
Approved 4-27-18 [Signature]  
Revised \_\_\_\_\_  
Effective 4-17-18

## BANNER COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a BANNER committee to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

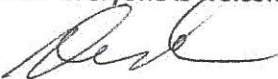
The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting I needs of the District and submit a budget to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District until such authority is granted by the Board of Trustees.

The committee is charged with the following duties and responsibilities:

1. Compile the articles and ads for the Banner in compliance with Board Policy
2. Obtain Board of Trustee notes for Banner
3. Proof read the Banner before publication
4. Prepare Banner for distribution
5. Provide the District office with any outstanding bills

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19 

Revised \_\_\_\_\_

Effective 3/19/19



## BUDGET AND FINANCE COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a BUDGET AND FINANCE committee to be chaired by the Treasurer Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting I needs of the District and submit a budget to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District.

The committee is charged with the following duties and responsibilities:

1. Prepare or cause to be prepared a monthly report of performance to budget at the monthly Board of Trustee meeting .
2. Work with Trustees at work sessions to prepare a budget.
3. Prepare a budget for the next fiscal year by June 1<sup>st</sup> annually
4. Present possible dates for Budget hearing to Board for approval
5. Monitor budgeted projects to insure they are within budget guidelines
6. Post budget on the website at least 2 days prior to hearing and adopted budget within 30 days of adoption . Must remain for 2 years
7. Post audit report on website when it is finalized.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19

Revised \_\_\_\_\_

Effective 3/19/19

HOUSE AND GROUNDS COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a HOUSE AND GROUNDS committee to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the budgeting | needs of the District and submit a budget to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District.

The committee is charged with the following duties and responsibilities:

1. Survey the needs of the District facilities and report to Board in a noticed meeting
2. Present proposals to the Board for the correction of deficiencies.
3. Obtain bids for the projects that will need approval according to Board Policy
4. Notify the District office and the Chairman of the Board of any situations that require immediate attention.
5. Problems that can be repaired by our employees should be reported to the District office to be put on the work list unless of an urgent nature.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19 

Revised \_\_\_\_\_

Effective 3/19/19



## PERSONNEL AND SALARY COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the


Bayshore Gardens being a Park and Recreation District created a Personnel and Salary to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the personnel needs of the District and submit a plan and salary requirements to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website, dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District . All positions must have prior board approval as well as a budget approved by the Board of Trustees for the position/s.

The committee is charged with the following duties and responsibilities:

1. Review Employee Handbook at least annually and report any recommended changes to the Board in the February Board of Trustee meeting.
2. Review at least annually or as needed the pay scale for each all employees and make recommendations for changes to the Board of Trustees in the February Board of Trustee meeting .
3. Survey the pool usage at least every two weeks and report to the Board of Trustees at the next Board meeting. The data collection may be assigned to a Pool attendant. The head count must be done for one day every two weeks in 15 minute increments during the time the pool is open to the public.
4. Review employee evaluations at least bi-annually to determine if training is necessary for any of our employees.
5. Review annually job descriptions (except Dock Master) and recommend changes to the Board of Trustees.

Approved 3/19/19 

Revised \_\_\_\_\_

Effective 3/19/19



## POLICY COMMITTEE

### GOALS

To review current policies/ procedures, Rules Regulations, and Bylaws for compliance with Charter and applicable laws. To make sure that the policy/procedure, rule/regulation and Bylaws reflect the intent of the district. The Committee will hereafter be referred to as the Policy Committee.

### PROCESS

1. Arrange the current policy/procedure book into applicable categories. The Office Procedure Manual should be separate.
2. Obtain prioritized list of policies/procedures, rules/regulations or Bylaws changes that need to be addressed by the Committee from each Trustee
3. The Committee will prepare a prioritized list of policies/procedures, rules/regulations or Bylaw articles to be addressed from those submitted by the Trustees.
4. A Trustee/s with policy draft will submit the proposed new policy/procedure, rule/regulation, or Bylaw change to the Committee for process. The committee may recommend changes if appropriate.
5. Draft policies/procedures, rules/regulations, or Bylaw changes moving out of Committee will be submitted to Board for approval.
6. New Policy/Procedure, Rule/Regulation or Bylaw change will have the noted section as part of the date on the new document and will be added to the index.
7. When approved the new policy/procedure, rule/regulation or Bylaw change will be placed in the policy/procedure or rule/regulation book and will include the date of approval by the Board of Trustees.
8. The Policy/procedure or rule/regulation book/s will have an index and the book/s will be arranged by categories.
9. The meetings will be properly noticed and will be held at 7:00PM on the first Tuesday of the Month or as publicly noticed.

Approved 2/20/18

## RECREATION COMMITTEE CHARGE

Bayshore Gardens being a Park and Recreation District creates a RECREATION COMMITTEE to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting.

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the needs of the community and submit a plan to the Board for implementation. Surveys are encouraged; bids to collect the data and prepare a report must be submitted for approval by the Board prior to a survey taking place.

The committee has no authority to enter into agreements for the District until a budget is approved by the Board of Trustees for the activities.

The plan should include but is not limited to, a 4<sup>th</sup> of July event, activities in the recreation center that may include instructors, construction of facilities to further the Recreation mission statement of Bayshore Gardens.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. The Trustee Chairperson may also bring names forward for appointment. There is no limit to the number serving on the committee.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and dates should appear in the Banner when possible. The agenda must be submitted at least 8 days prior to the meeting and minutes must be taken and submitted to the District Office and they are a public record. Everyone is welcome to attend.

11/20/18 *Sharon Denson*



## MARINA COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a Marina Committee to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the marina needs of the District and submit a plan for implementation to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website, dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting for posting on the website and minutes must be taken and submitted to the District. The committee has no authority to enter into any agreements for the District .

The committee is charged with the following duties and responsibilities:

1. Meet with the Dock Master to review his/her concerns at least bi-monthly
2. Tour the Marina at least quarterly and report any concerns to the Dock Master and the Board of Trustees
3. Review fees for slip rentals annually and report to the board by May 1<sup>st</sup> .
4. Review Trailer Parking space rental fees annually and report findings to the Board of Trustees
5. Review annually Dock Master Job description and report findings/recommendations to the Board of Trustees.

Residents are encouraged to volunteer for this committee and may come forward at any meeting for appointment to this committee. Everyone is welcome to attend.

Approved 3/19/19 

Revised \_\_\_\_\_

Effective 3/19/19



## **BYLAWS PROPOSED AMENDMENT TO Article IV. Section 5**

Section 5. Special Meetings are defined as a meeting addressing a situation requiring immediate attention and remedial action that cannot wait for a regularly scheduled Board of Trustees Meeting. Any Trustee of the Board may call a special meeting. Special meetings must meet all notice requirements. Notice shall be published in the Bradenton Herald or other newspaper which is legally authorized to publish official notices of Trustee meetings. The notice shall contain the date, place, and time of the special meeting and include an agenda. A notice of the special meeting shall also be published on the District's website at least seven days prior to the special meeting. The Trustee calling the special meeting shall notify the Office Manager at least eight days prior to proposed meeting and provide the agenda and all supporting documentation to the manager. The agenda and date for the meeting shall be reviewed by the Chairman who shall determine if it meets the requirements of this section prior to notice being sent to the newspaper and published on the website and bulletin board. The agenda and all supporting documentation shall be published on the District's website at least seven days prior to the meeting as well as on the District Bulletin Board.

Jim Dye 4/16 /19